



Creating an ID Card Appointment

NOTE:

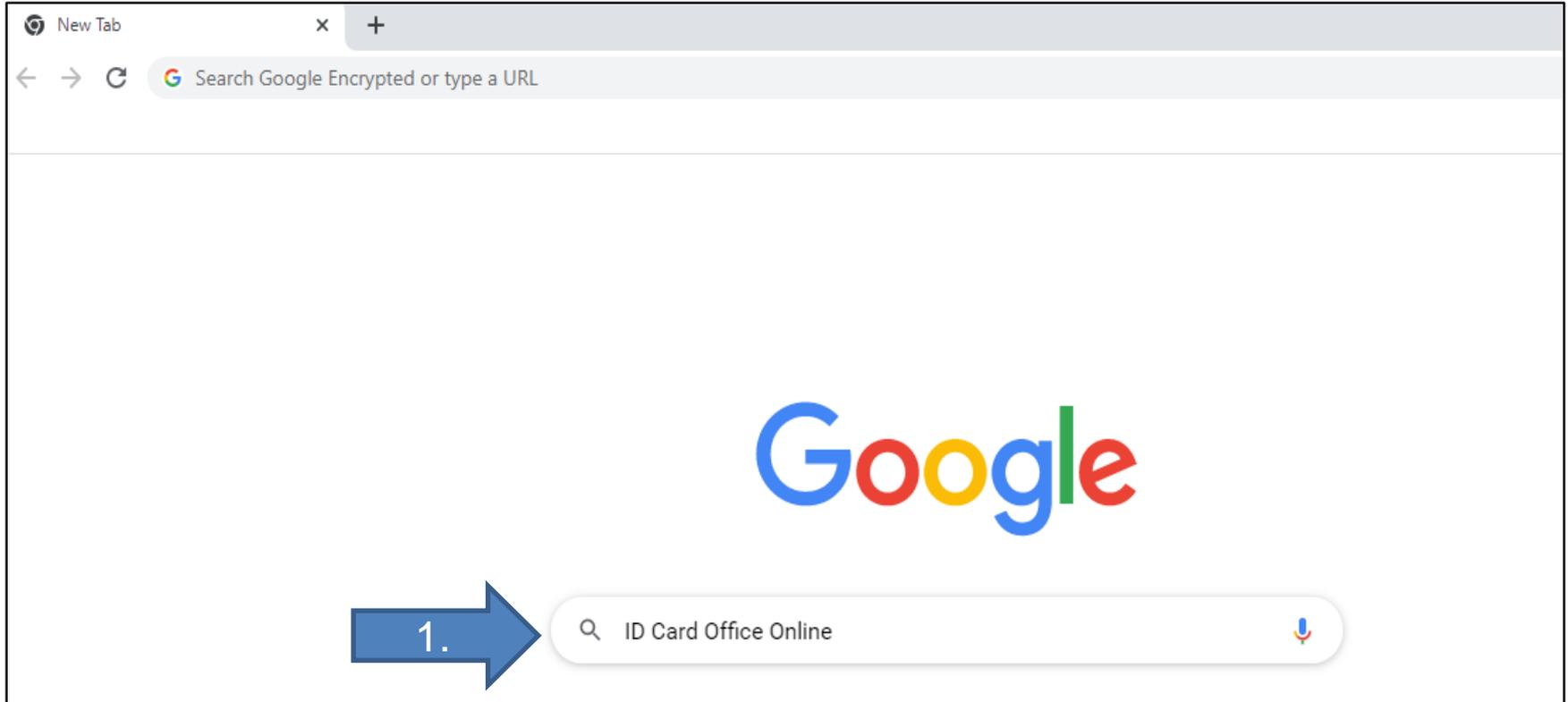
1. This tool and the suggested use is the same for all sites within the RAPIDS system.
2. Google Chrome is the suggested web browser.



Locating RAPIDS Site



1. Using your search engine of choice, type 'ID Card Office Online' in the search bar.
2. Then using your keyboard, click 'Enter'.

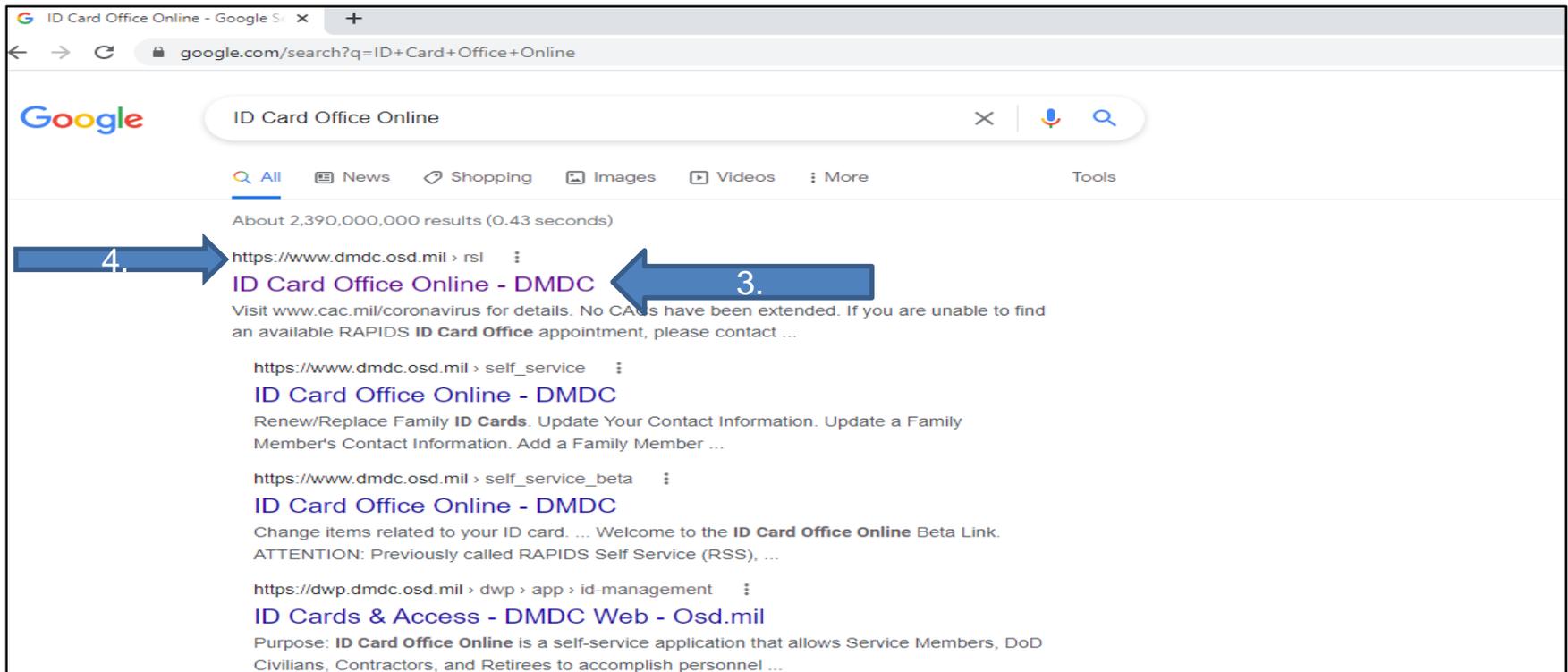




Selecting the Correct RAPIDS Site



- 3. Select first link provided as depicted in the graphic below.
- 4. Confirm the URL on your screen matches the one depicted in the graphic below.



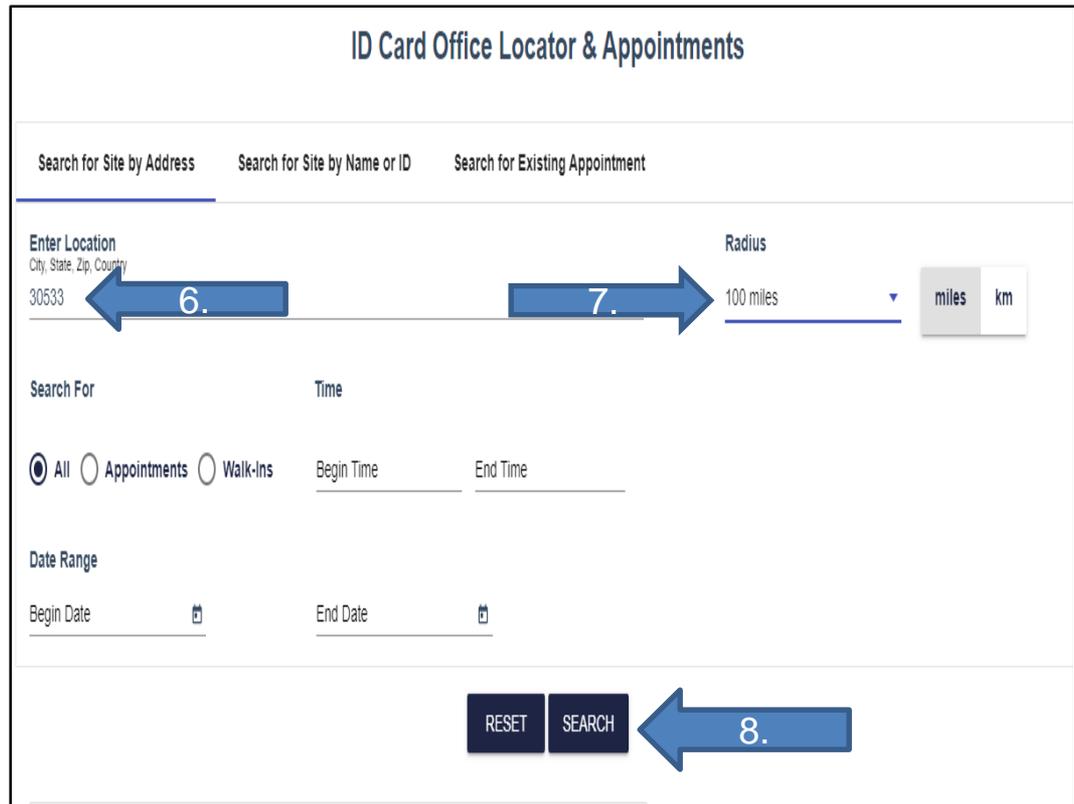
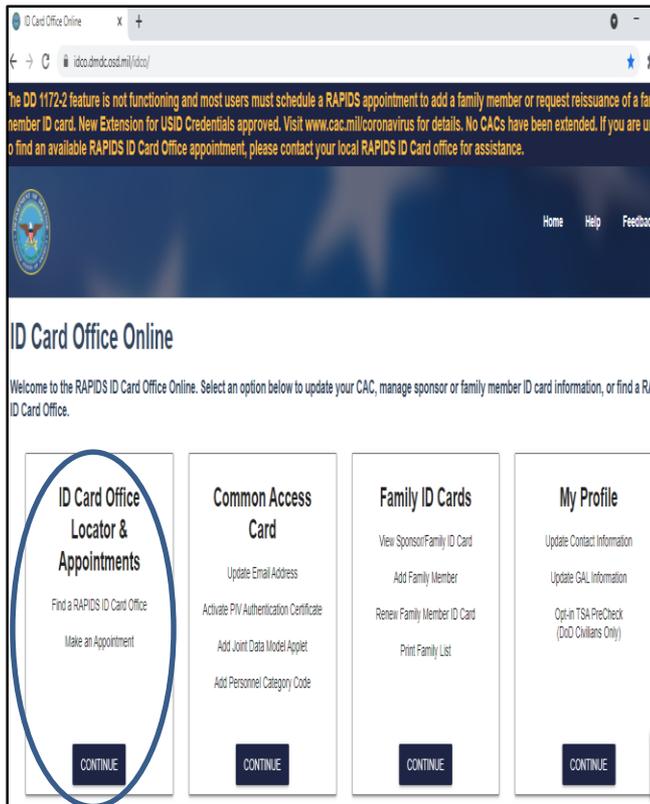
Locating RAPIDS Site

5. Select the option circled in the graphic below.

6. Type in your zip code.

7. Select the 'Radius' dropdown and expand to 100mi.

8. Click the 'Search' button.



Locating RAPIDS Site cont...

- Identify the preferred site using the map feature and/or the site list; sorted by distance.
- Click the 'Select' button for detailed site information.

- Notice detailed site info specific to that location circled in the graphic below.
- Click the 'Schedule Appointment' button.

Search For: _____ Time: _____

All Appointments Walk-ins

Begin Time: _____ End Time: _____

Date Range: _____

Begin Date: _____ End Date: _____

RESET SEARCH

1 3.88 Miles
 Camp Frank D. Merrill
 1 Camp Merrill Drive
 ATTN: 5th RTB S1
 Dahlonega, GA 30533
 (706) 826-4000
SELECT

2 48.09 Miles
 DCAA Atlanta
 10 Glen Lake Parkway
 Suite 200
 ATLANTA, GA 30328
 (571) 448-2259
SELECT

3 52.59 Miles
 94TH AW DOBBINS ARB
 94th Force Support Squadron (94 FSS)
 1409 Dobbins Place Bldg 732
 MARIETTA, GA 30069
 (678) 855-5529
SELECT

2 48.09 Miles
 DCAA Atlanta
 10 Glen Lake Parkway
 Suite 200
 ATLANTA, GA 30328
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SELECT

3 52.59 Miles
 94TH AW DOBBINS ARB
 94th Force Support Squadron (94 FSS)
 1409 Dobbins Place Bldg 732
 MARIETTA, GA 30069
 (678) 855-5529
SELECT

3.88 Miles
 Camp Frank D. Merrill
 Site ID: 620425
 1 Camp Merrill Drive
 ATTN: 5th RTB S1
 Dahlonega, GA 30533
 (706) 826-4000

Office Hours
 Sunday:
 Monday: 9:00 AM - 12:00 PM, 1:00 PM - 3:00 PM
 Tuesday: 9:00 AM - 12:00 PM, 1:00 PM - 3:00 PM
 Wednesday: 9:00 AM - 12:00 PM, 1:00 PM - 3:00 PM
 Thursday: 9:00 AM - 12:00 PM, 1:00 PM - 3:00 PM
 Friday:
 Saturday:

Walk-in Hours
 Sunday:
 Monday:
 Tuesday:
 Wednesday:
 Thursday:
 Friday:
 Saturday:

SCHEDULE AN APPOINTMENT



Identifying and Selecting Available Appointments

- This view will display a calendar with dates of appointment availability for the selected site.
- If there are no appointments visible, click the month dropdown for next calendar month or use the blue right arrow button.
- Click on the date with available appointments listed.
- Click the 'Book This Appointment' button for the desired time slot available for that day.

MORE SITE INFO

SCHEDULE AN APPOINTMENT

September 2021 Available Dates ← **14.**

No Appointments Available for this Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
	5	6	7	8	9	10
						11

November 2021 Available Dates ← →

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Fully Booked	2	3 Fully Booked	4	5
6	7	8	9	10	11	12
13	14	15 Fully Booked	16 Fully Booked	17	18 11 Available Appointments	19
20	21	22	23	24	25	26
27	28	29	30			

Time

Nov 18, 2021 9:15:00 AM **16.** BOOK THIS APPOINTMENT

Nov 18, 2021 11:15:00 AM BOOK THIS APPOINTMENT

Nov 18, 2021 11:45:00 AM BOOK THIS APPOINTMENT



Booking Appointments

- 17. Fill in the booking request form with your information.
- 18. Click the 'Save' button. You will receive a confirmation of the appointment at the email you provide.

NOTE: Appointments may be subject to changes and/or cancellations. In the event of an occurrence, the information you provide in the booking form will be used for notification.

The screenshot shows a web interface for booking appointments. At the top, it displays 'November 2021' and 'Available Dates'. Below this is a calendar grid with days of the week (Sunday to Saturday) and dates. Some dates are marked 'Fully Booked'. A modal window is open over the calendar, titled 'Book Appointment for: Nov 18, 2021 9:15:00 AM'. The form contains the following fields: 'First Name *' (with a red error message: 'First name must have at least 1 character'), 'Last Name *', 'Phone Number *', 'Email *', 'Sponsor's Personnel Type' (a dropdown menu), and 'Sponsor's Branch of Service' (a dropdown menu). At the bottom of the form are 'CANCEL' and 'SAVE' buttons. A blue arrow labeled '17.' points to the form, and another blue arrow labeled '18.' points to the 'SAVE' button. Below the form, there are three rows of appointment slots, each with a 'BOOK THIS APPOINTMENT' button.